



# Surplus Disposal Form (SDF)

For best results, print this tutorial by clicking “File” on your menu bar and then clicking “Print”.



The surplus disposal form (SDF) is completed by an agency asset manager to turn in excess and obsolete assets to Marketing and Redistribution (M&R) for disposal. The SDF is the first step required to delete assets from agency's fixed asset inventory.

### **Surplus Disposal Form (SDF)--Agency**

#### Procedure Description

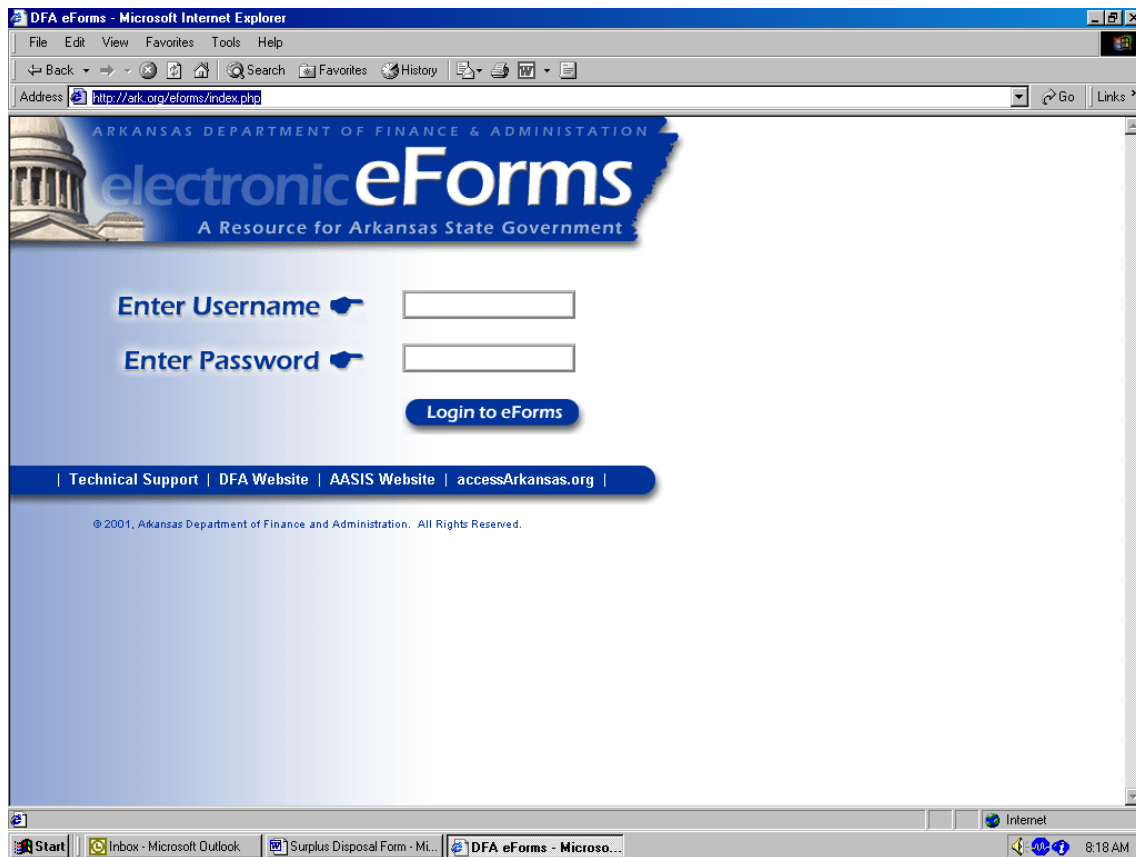
This web-based form allows a state agency to create a list of items to be disposed of per Marketing and Redistribution (M&R) instructions. Using this form, an Agency may request one of the following actions: delivery, pick-up or request for on-site sale. Upon completion, this form automatically notifies M&R of the agency's request.

#### **Dependencies**

Each agency person accessing and completing the SDF must have prior authorization through Marketing and Redistribution.

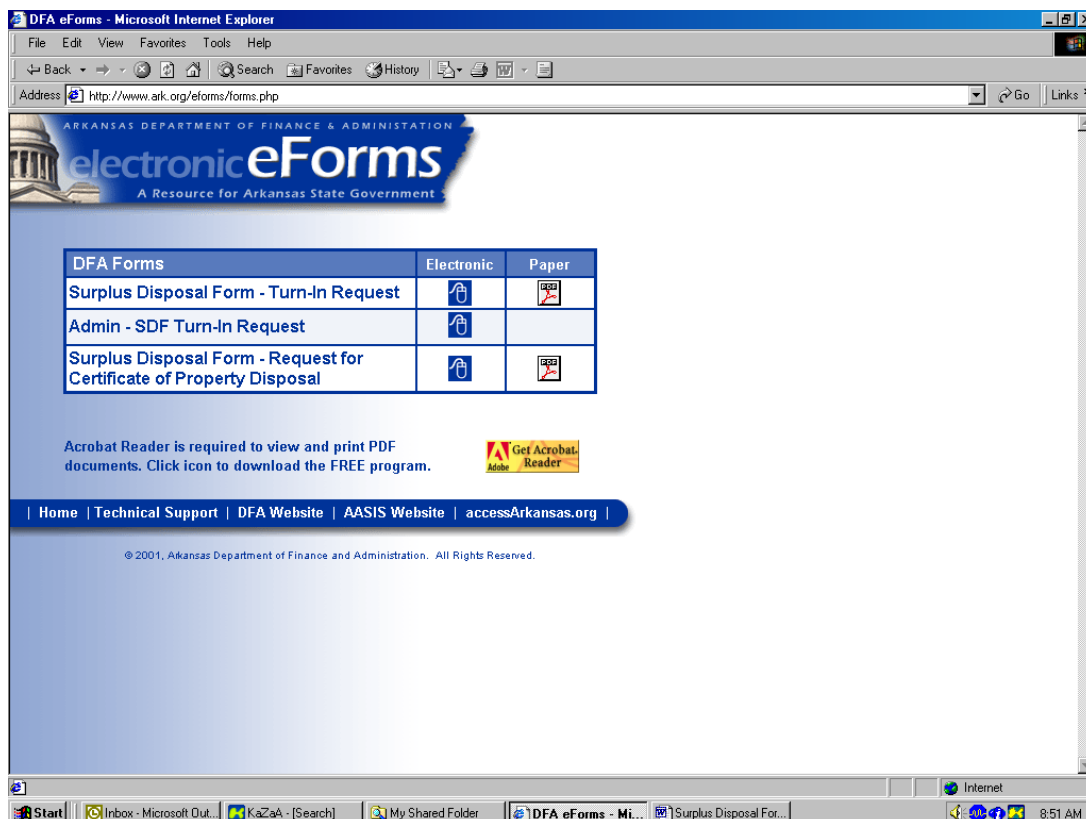
The Surplus Disposal Form (SDF) is found at <http://ark.org/eforms/index.php>.  
**The SDF web site is user id and password protected. M&R will assign user id and password when requested by agency.**

The following screen will appear when the web site is accessed:



The username and password must be entered to continue.

The following screen will appear when the correct username and password has been entered:



Click on the “mouse” icon for the Surplus Disposal Form – Turn-In Request to fill out the SDF on-line.

**Note:** To obtain a paper copy, click on the Acrobat Icon and the form will be printable.



The below message will appear.

This application will take you through a series of steps to submit your Surplus Disposal Form. Please complete the information for each step and click the Next button to proceed. You will not be able to edit this information at a later date. If you leave this program before going through all the steps, you will lose any data you have entered. You may only add 500 items to each turn-in request. If you have more than 500 items to turn in, please complete an additional turn-in request.

► indicates a required field.

Turn-In Request		<input type="text" value="Delivery"/>
Business Area	►	<input type="text"/>
Agency	►	<input type="text"/>
Completed By	►	<input type="text"/>
Phone	►	<input type="text"/> - <input type="text"/> - <input type="text"/>
E-mail Address	►	<input type="text"/>

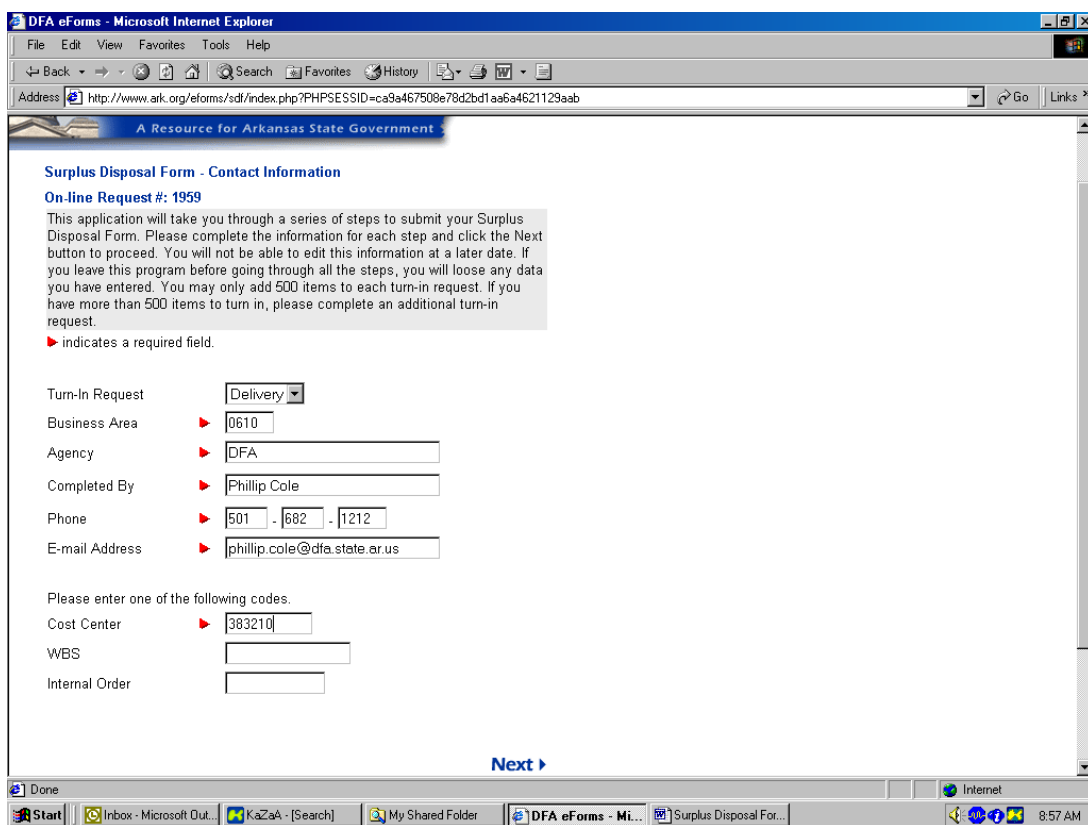
Please enter one of the following codes.\*

Cost Center	►	<input type="text"/>
WBS		<input type="text"/>
Internal Order		<input type="text"/>

The cost center is required. The additional cost objects are optional.

**NOTE: A separate SDF must be used for turn-ins with different cost centers.**

The screen will appear as follows when complete:



**DFA eForms - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail

Address <http://www.ark.org/efoms/sdf/index.php?PHPSESSID=ca9a467508e78d2bd1aa6a4621129aab> Go Links

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**Surplus Disposal Form - Contact Information**

**On-line Request #: 1959**

This application will take you through a series of steps to submit your Surplus Disposal Form. Please complete the information for each step and click the Next button to proceed. You will not be able to edit this information at a later date. If you leave this program before going through all the steps, you will lose any data you have entered. You may only add 500 items to each turn-in request. If you have more than 500 items to turn in, please complete an additional turn-in request.

► indicates a required field.

Turn-In Request

Business Area ►

Agency ►

Completed By ►

Phone ►  -  -

E-mail Address ►

Please enter one of the following codes.

Cost Center ►

WBS

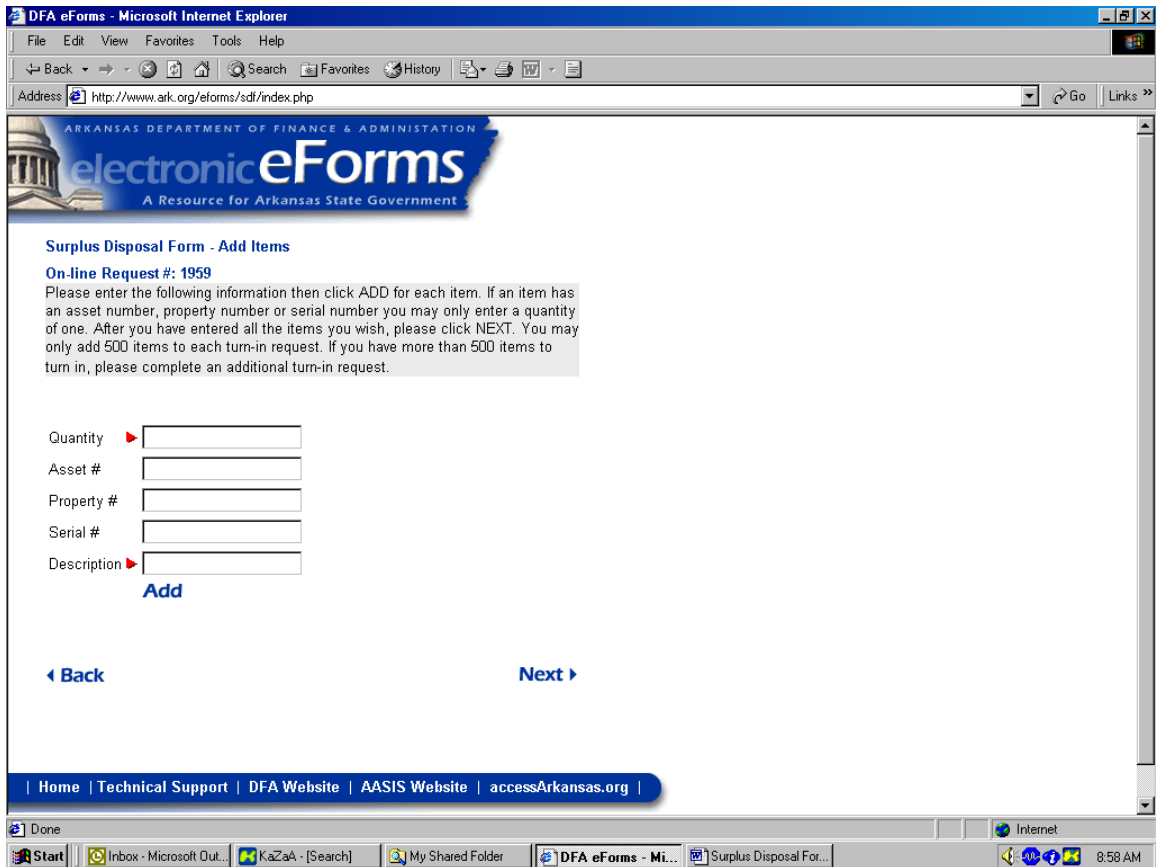
Internal Order

**Next ►**

Done Internet

Start | Inbox - Microsoft Out... | KaZaA - [Search] | My Shared Folder | DFA eForms - Mi... | Surplus Disposal For... | 8:57 AM

Click the “Next” icon to continue, and the following screen will appear:



The screenshot shows a web browser window titled "DFA eForms - Microsoft Internet Explorer". The address bar shows "http://www.ark.org/eforms/sdf/index.php". The page header includes the Arkansas Department of Finance & Administration logo and the text "electronic eForms A Resource for Arkansas State Government". The main content area is titled "Surplus Disposal Form - Add Items" and displays "On-line Request #: 1959". Below this, a text box explains the process: "Please enter the following information then click ADD for each item. If an item has an asset number, property number or serial number you may only enter a quantity of one. After you have entered all the items you wish, please click NEXT. You may only add 500 items to each turn-in request. If you have more than 500 items to turn in, please complete an additional turn-in request." The form contains five input fields: "Quantity", "Asset #", "Property #", "Serial #", and "Description", each with a red arrow icon to its left. Below the fields is a blue "Add" button. At the bottom of the form are two blue buttons: "Back" and "Next". The footer of the page includes links: "Home", "Technical Support", "DFA Website", "AASIS Website", and "accessArkansas.org". The browser's taskbar at the bottom shows several open applications, including "Start", "Inbox - Microsoft Out...", "KaZaA - [Search]", "My Shared Folder", "DFA eForms - Mi...", and "Surplus Disposal For...". The system clock shows "8:58 AM".

On this screen enter the following information:

**Quantity:** Required. Enter the quantity of the material. NOTE: If an item has an asset number, property number or serial number you may only enter a quantity of one.

**Asset #:** Optional. Enter the AASIS assigned number.

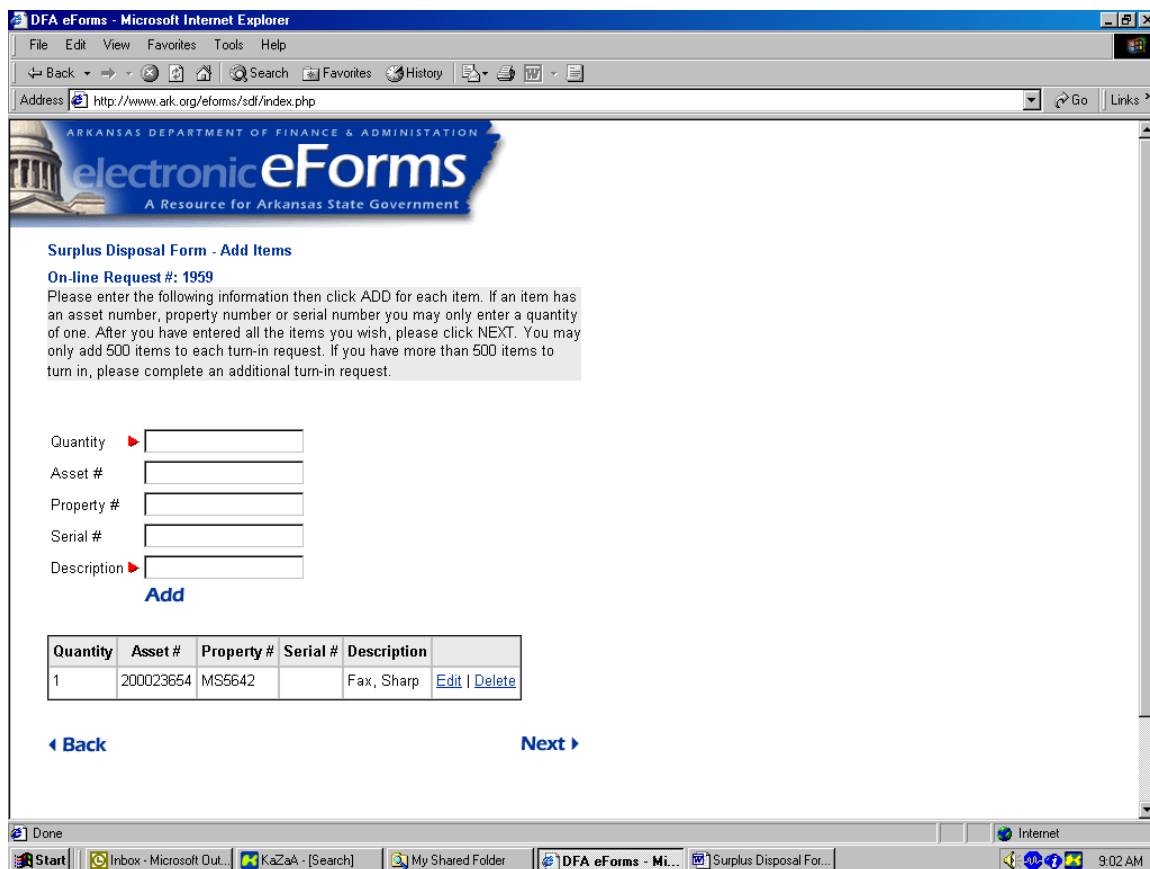
**Property #:** Optional. Enter the number assigned prior to 07/02/01.

**Serial #:** Optional. Enter the serial number if applicable.

**Description:** Required. Enter a description of the item. 40 Characters

Click "Add" to continue.

The screen will appear as follows:



**DFA eForms - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address <http://www.ark.org/eforms/sdf/index.php> Go Links

ARKANSAS DEPARTMENT OF FINANCE & ADMINISTRATION

# electronic eForms

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## Surplus Disposal Form - Add Items

**On-line Request #: 1959**

Please enter the following information then click ADD for each item. If an item has an asset number, property number or serial number you may only enter a quantity of one. After you have entered all the items you wish, please click NEXT. You may only add 500 items to each turn-in request. If you have more than 500 items to turn in, please complete an additional turn-in request.

Quantity

Asset #

Property #

Serial #

Description

**Add**

Quantity	Asset #	Property #	Serial #	Description	
1	200023654	MS5642		Fax, Sharp	<a href="#">Edit</a>   <a href="#">Delete</a>

[Back](#) [Next](#)

Done

Start | Inbox - Microsoft Out... | KaZaA - [Search] | My Shared Folder | DFA eForms - Mi... | Surplus Disposal For... | Internet | 9:02 AM

User is asked to verify information. If editing is required, select "BACK". If correct, select "Next".

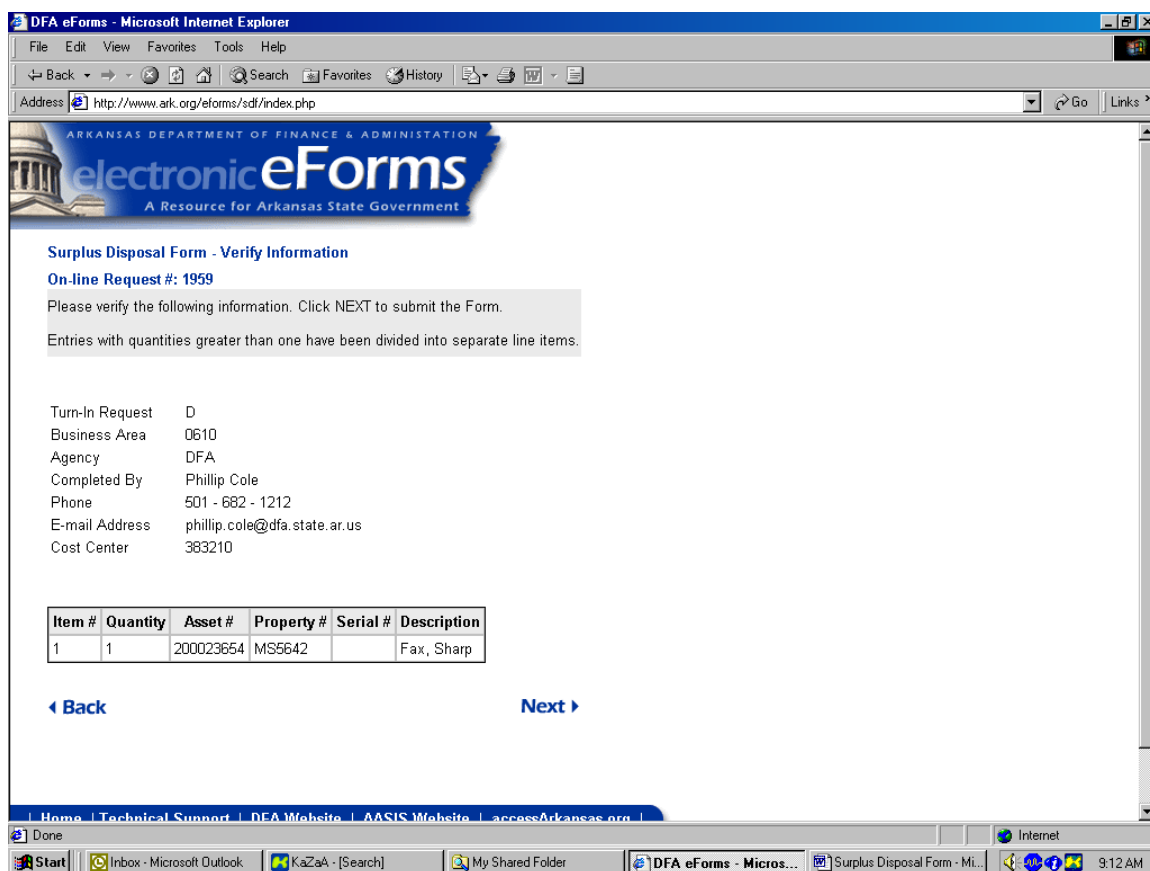
Enter each item into the form until all items have been entered.

Click "Exit" to end and submit form.

Continue entering assets that are to be turned in. The site will continue to post the entries at the bottom of the screen until the turn in is complete. When **ALL** entries have been made click the "Next" icon.



The following screen will appear:



**DFA eForms - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print W Address <http://www.ark.org/eforms/sdf/index.php> Go Links

**ARKANSAS DEPARTMENT OF FINANCE & ADMINISTRATION**  
**electronic eForms**  
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**Surplus Disposal Form - Verify Information**  
**On-line Request #: 1959**

Please verify the following information. Click NEXT to submit the Form.

Entries with quantities greater than one have been divided into separate line items.

Turn-In Request D  
 Business Area 0610  
 Agency DFA  
 Completed By Phillip Cole  
 Phone 501 - 682 - 1212  
 E-mail Address phillip.cole@dfa.state.ar.us  
 Cost Center 383210

Item #	Quantity	Asset #	Property #	Serial #	Description
1	1	200023654	MS5642		Fax, Sharp

[Back](#) [Next](#)

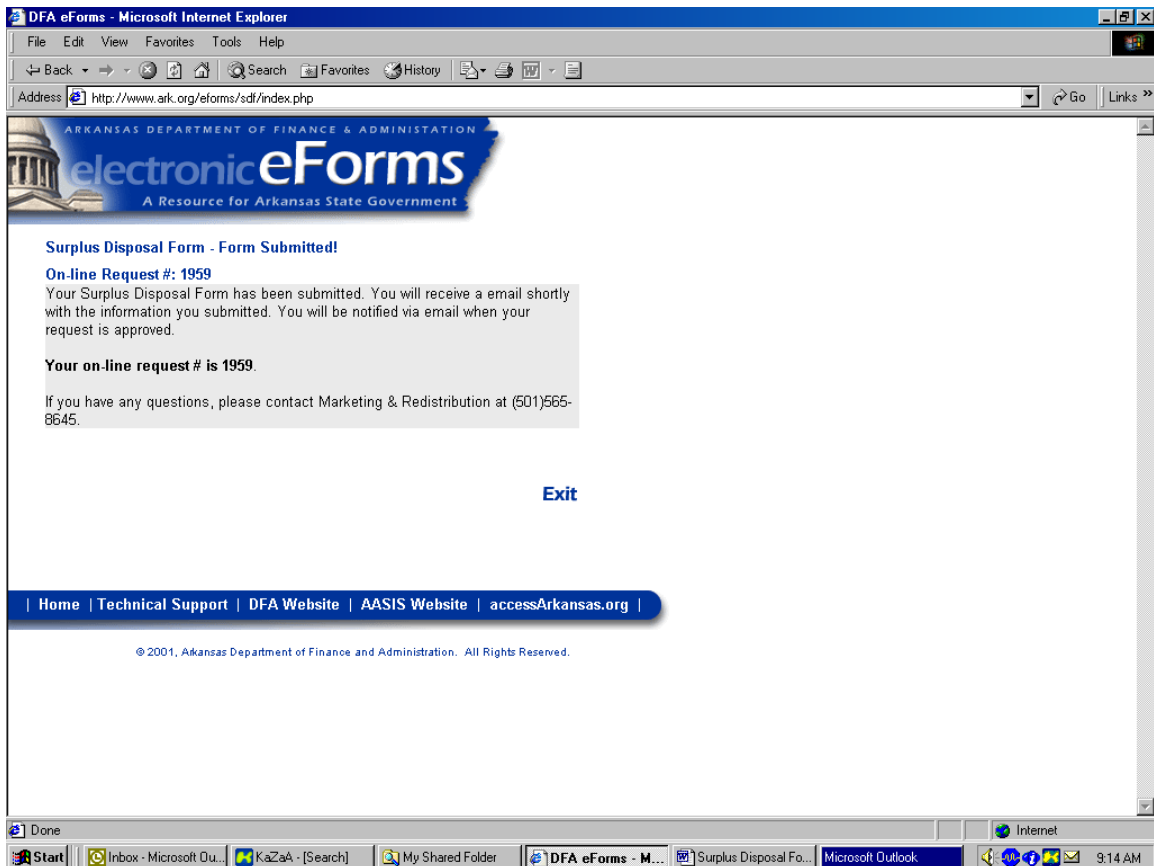
Home Technical Support DFA Website AASIS Website accessArkansas.org

Done Internet

Start Inbox - Microsoft Outlook KaZaA - [Search] My Shared Folder DFA eForms - Micros... Surplus Disposal Form - Mi... 9:12 AM

This screen is for the verification of entries that have been made to the SDF. If all the entries are correct, click the "Next" icon to continue.

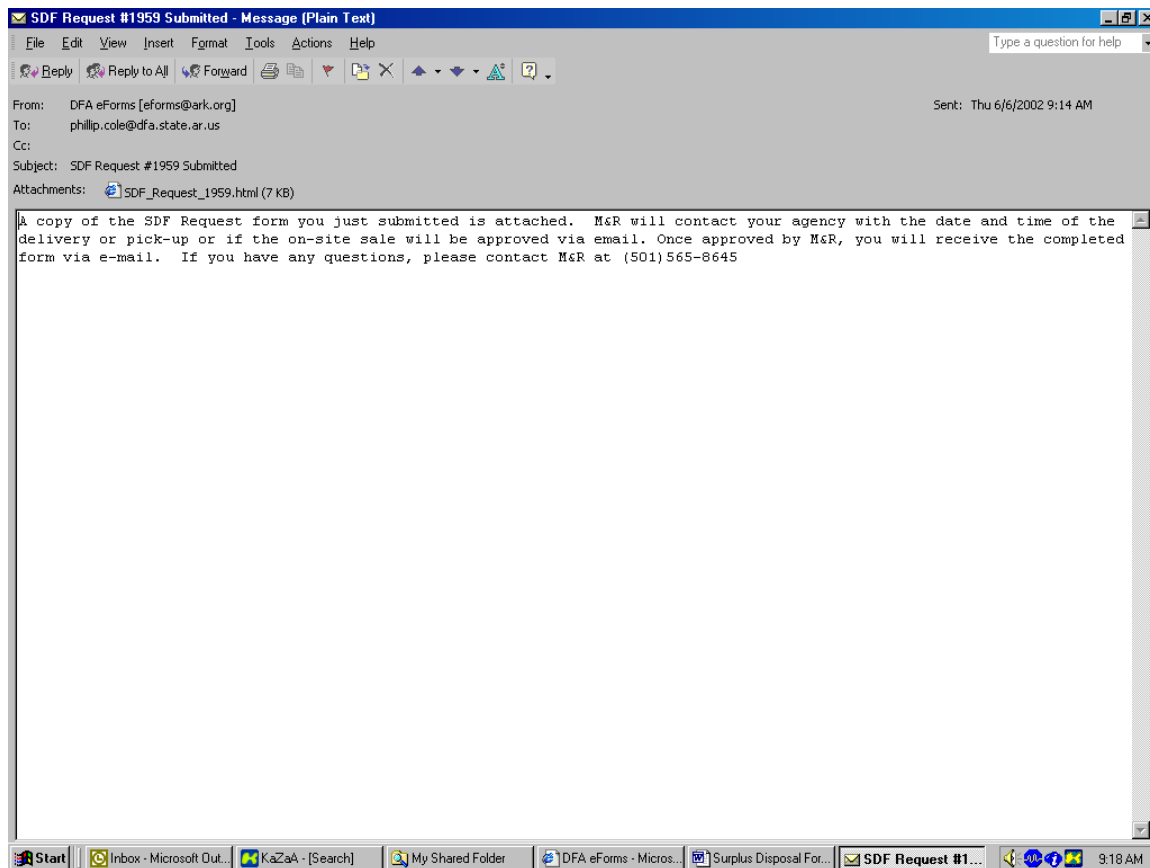
The following screen will appear:



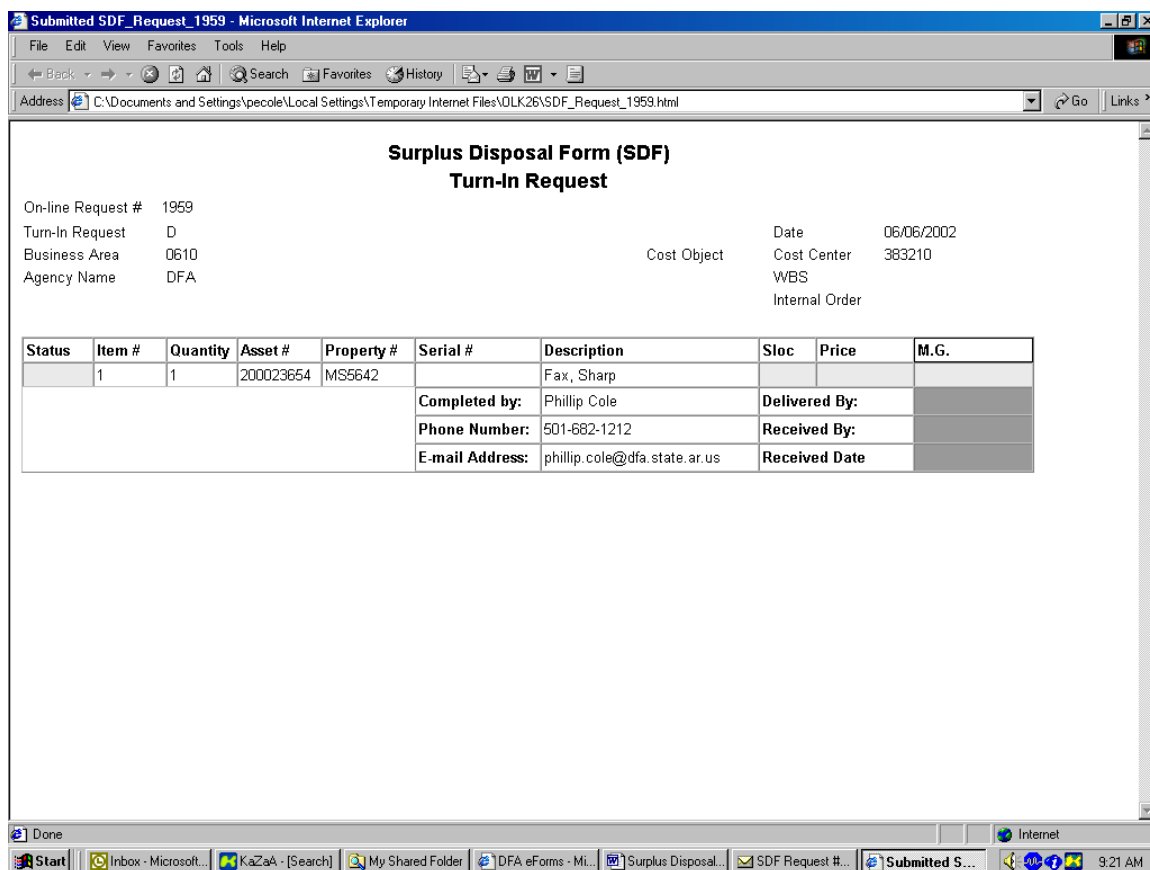
The SDF has been submitted to M&R.

M&R receives an e-mail from the server and the submitting agency receives the same e-mail.

Below is a screen print of the e-mail that the server has sent to the agency and to M&R.



Below is the copy of the SDF that has been sent to M&R and the agency:



**Surplus Disposal Form (SDF)  
Turn-In Request**

On-line Request # 1959  
 Turn-In Request D  
 Business Area 0610  
 Agency Name DFA

Date 06/06/2002  
 Cost Object  
 Cost Center 383210  
 WBS  
 Internal Order

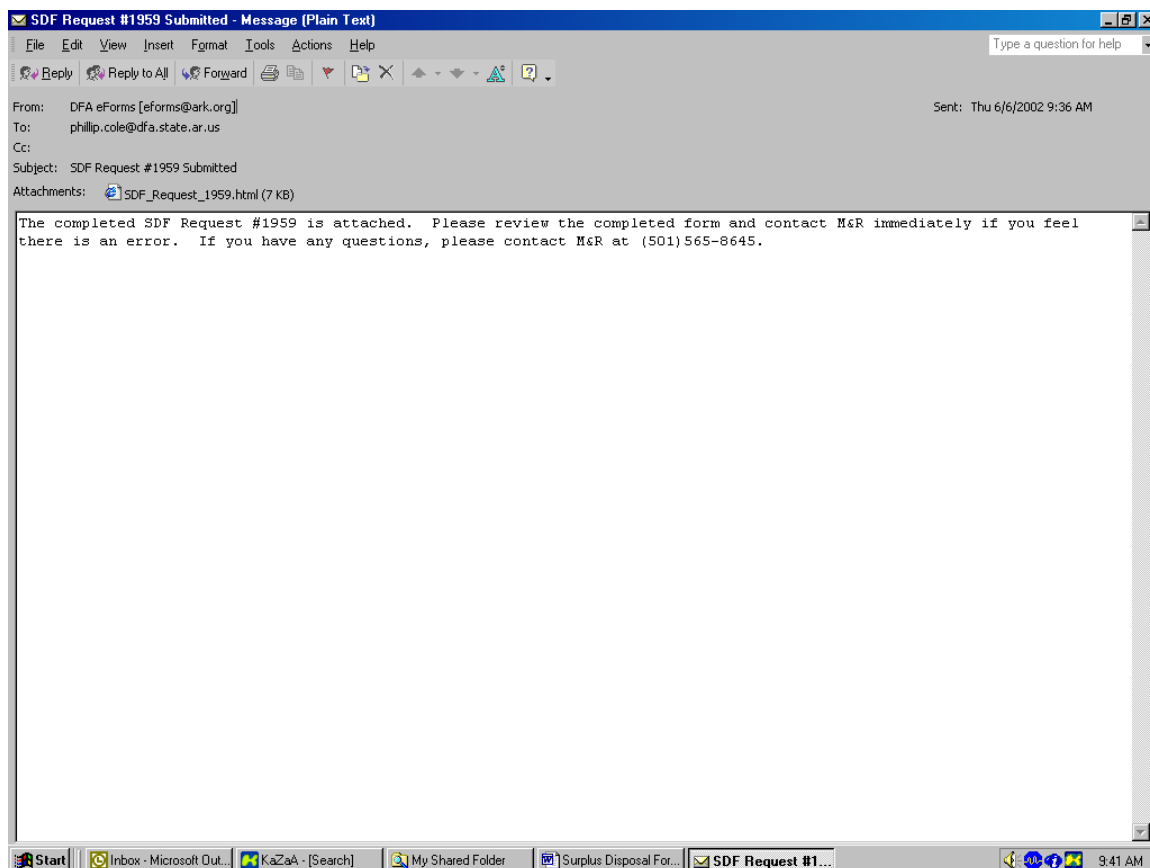
Status	Item #	Quantity	Asset #	Property #	Serial #	Description	Sloc	Price	M.G.
	1	1	200023654	MS5642		Fax, Sharp			

Completed by: Phillip Cole  
 Phone Number: 501-682-1212  
 E-mail Address: phillip.cole@dfa.state.ar.us

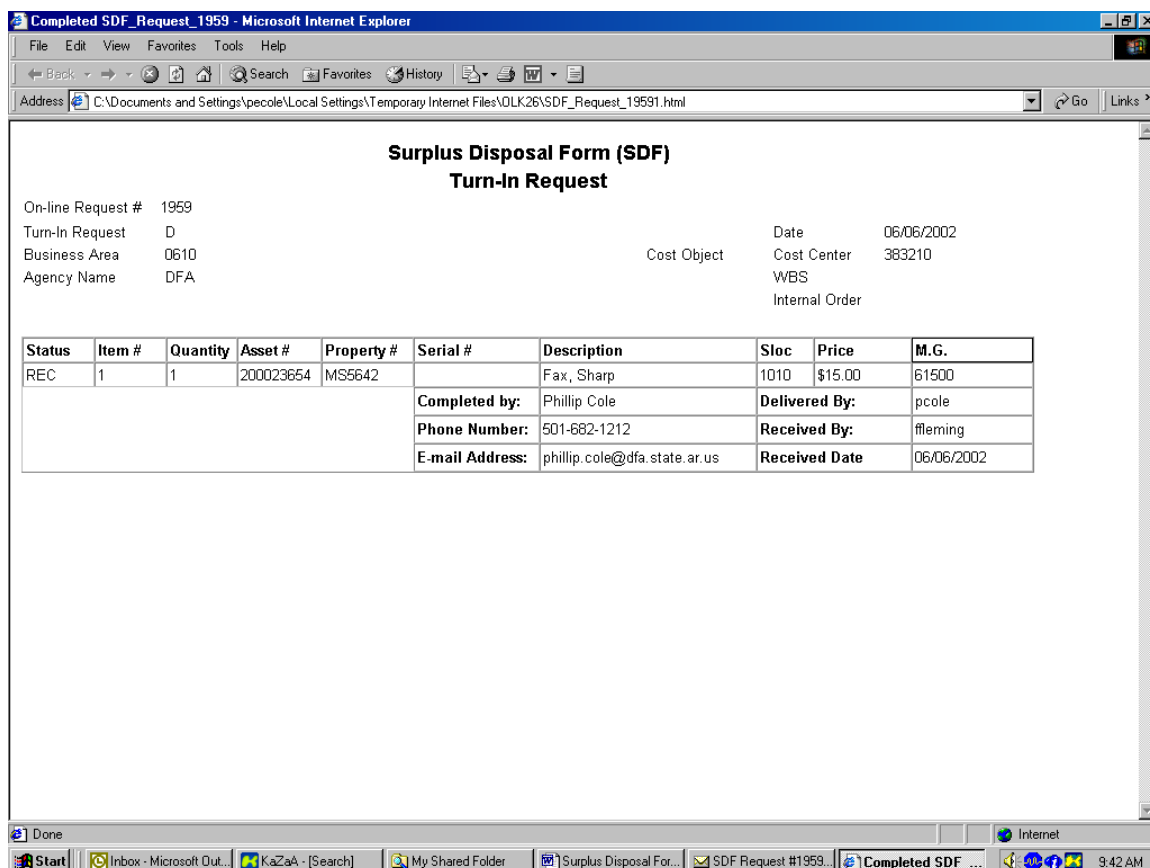
Delivered By:  
 Received By:  
 Received Date:

M&R will then contact the submitting agency with a date and time for pickup or delivery.

Once M&R has received the assets that are to be turned in, the SDF is completed by M&R and submitted to AASIS to have the items entered into M&R's inventory. When the SDF is submitted to AASIS by M&R, the server will send an automatic e-mail to the agency that submitted the SDF. The e-mail will contain the completed SDF. Below is a copy of the automatic e-mail.



Below is the completed SDF:



**Surplus Disposal Form (SDF)  
Turn-In Request**

On-line Request # 1959  
 Turn-In Request D  
 Business Area 0610  
 Agency Name DFA

Cost Object  
 Date 06/06/2002  
 Cost Center 383210  
 WBS  
 Internal Order

Status	Item #	Quantity	Asset #	Property #	Serial #	Description	Sloc	Price	M.G.
REC	1	1	200023654	MS5642		Fax, Sharp	1010	\$15.00	61500

Completed by: Phillip Cole  
 Delivered By: pcole  
 Phone Number: 501-682-1212  
 Received By: fleming  
 E-mail Address: phillip.cole@dfa.state.ar.us  
 Received Date: 06/06/2002

Upon receipt of the completed SDF the Agency Asset manager will need to complete Transaction ABAVN – Scrapping to delete the asset from the agency’s fixed asset inventory and Transaction AS02 – Change Asset Master Record to change the status of the asset from on hand to transferred to M&R.

The above mentioned transactions will only be completed if the status of the asset on the completed SDF is marked “REC” for received. Assets mark with “DNR” did not receive and should not be deleted from the Agency’s inventory.

**NOTE: It is recommended that a copy of the completed SDF be maintained by the Agency Asset Manager for an audit trial. The copy can be electronic and/or in hardcopy form.**